



# Wilton Town Council

## CCTV Policy


A policy to regulate the use of closed circuit television cameras.


### Legal context

This policy aims to ensure that the Council complies with the following legislation:

- The Data Protection Act 2018,
- The Human Rights Act 2018,
- The Regulation of Investigatory Powers Acts 2000.

 The Council Offices  
Kingsbury Square  
Wilton SP2 0BA

 01722 742093

 [Email the clerk](#)

 [Wilton TC Website](#)

### The purpose of this policy

This Policy is to control the management, operation, use and confidentiality of the CCTV systems at the locations listed at the end of this document. It sets out to comply with best practice in the CCTV Code of Practice, Charter for a democratic use of video-surveillance and other relevant guidance.

*October 2021*

*Request form added at Appendix 1 January 2024*

## 1. Introduction

- 1.1. This Policy is to control the management, operation, use and confidentiality of the CCTV systems at the locations listed at the end of this document.
- 1.2. This policy will be subject to annual review by the Town Council to ensure that it continues to reflect the public interest and that it and the systems meet all legislative requirements, principally:
  - a) Data Protection Act 2018,
  - b) Human Rights Act 2018,
  - c) Regulation of Investigatory Powers Acts 2000
  - d) General Data Protection Regulation 2018 (where applicable)
- 1.3. The Council also wishes to adopt best practice and protocols set out in national guidance, including:
  - a) the CCTV Code of Practice, issued by the Information Commissioner's Office.
  - b) Charter for a democratic use of video-surveillance
- 1.4. This policy aims to ensure that the Council's CCTV installations:
  - a) are correctly and efficiently installed and operated.
  - b) The Town Council accepts the principles of the 2018 Act based on the Data Protection Principles as follows:
    - i. data must be fairly and lawfully processed;
    - ii. processed for limited purposes and not in any manner incompatible with those purposes;
    - iii. adequate, relevant and not excessive;

- iv. accurate;
- v. not kept for longer than is necessary;
- vi. processed in accordance with individuals' rights;
- vii. secure;
- viii. not transferred to countries with inadequate protection;
- ix. subject to guidance on good practice;
- x. Examples of how to implement the standards and good practice.
- xi. Data will not be used for personal gain or interest

## **2. Statement of Purpose**

- 2.1. To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.
- 2.2. The scheme will be used for the following purposes:
  - a) to reduce the fear of crime by persons using Council facilities and the centre of Wilton so they can enter and leave without fear of intimidation by individuals or groups;
  - b) to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
  - c) to assist the police, the Town Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by
  - d) examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
  - e) To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display.
  - f) To assist all "emergency services" to carry out their lawful duties.

## **3. Locations:**

- 3.1. The Sports Pavilion, Castle Meadow, Castle Lane, Wilton SP2 0HG.
- 3.2. The three cameras situated
  - on the corner of South Street and West St,
  - North St
  - South Street, Wilton
- 3.3. The control room at the Council Offices, Kingsbury Square, Wilton SP2 0BA

## **4. Management of the system**

- 4.1. The CCTV operating system will be administered and managed by the Clerk of the Council in accordance with the principles and objectives expressed in this policy document.
- 4.2. All cameras are monitored on the respective site where they operate, but can be monitored by authorised personal on computers located at the Council Offices.
- 4.3. The CCTV system will be operated 24 hours a day, 365 days of the year.
- 4.4. Warning signs, as required by the Code of Practice of the Information Commissioner, will be placed at all access routes to areas covered by the Council's CCTV cameras

## **5. System control - Monitoring procedures:**

- 5.1. On a weekly basis, the Clerk will check and confirm:

- a) the cameras are functional; and
  - b) the equipment is properly recording
- 5.2. Access to the CCTV System will be strictly limited to the Clerk, Assistant Clerk, such elected members of the Council as may be nominated by the Policy and Resources Committee and other authorised persons, such as Police Officers. Data may only be downloaded in the presence of either an Officer of Wilton TC or a Police Officer.
- 5.3. Unauthorised persons are not permitted to view live or pre-recorded footage.
- 5.4. The CCTV control room at the Council Offices shall be kept locked at all times when not in use, the control box will be locked at all times and the key kept in the council office and only accessed by the Clerk and Assistant Clerk.
- 5.5. Unless an immediate response to events is required, cameras may not be re-directed at an individual, their property or a specific group of individuals, without an authorisation being obtained from Clerk for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.
- 5.6. If covert surveillance is planned or has taken place, copies of the written authorisation, including any review or cancellation, must be returned to the Clerk.
- 5.7. Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.
- 5.8. Recording is carried out on digital data apparatus. These are located within CCTV control room and at Castle Meadow Pavilion.
- 5.9. Recorded data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recorded data will never be released to the media for purposes of entertainment.

**6. Retention and disposal of material:**

- 6.1. Data will be retained for thirty days before it is deleted from the hard drives of the recording devices.
- 6.2. Data USB memory sticks containing material downloaded from the recorders will be disposed of by a secure method.
- 6.3. Footage will only be stored on data USB memory sticks if footage is requested by external agencies in the process of detecting crime and in the prosecution of offenders.
- 6.4. In order to maintain and preserve the integrity of the Digital Video Recorder (DVR), USB memory sticks used to record events from the CCTV cameras and the facility to use them in any future proceedings, the following procedures for their use and retention of data must be strictly adhered to:
- a) Each request must be on the official request form and bear the signature of the Clerk and dated. It must also be signed by the person downloading the information.
  - b) Each USB memory stick must be kept in a secure location with access restricted to authorised staff.
  - c) A USB memory stick required for evidential purposes must be provided by Wilton TC only, for this there will be a charge to cover costs. USB memory sticks will be provided in pairs, one a

Master USB memory stick to be retained by the Council and stored in a sealed envelope in a locked filing cabinet, the other a Copy which can be released to the police or other authorised third party on production of a signed data access request form.

- d) The USB memory stick should be loaded with the required CCTV data and viewer programme; identical information should be loaded on both Master and Copy USB memory sticks.
- e) Each USB memory stick should be sealed in its own case, the Master Copy should be kept in a secure USB memory stick storage drawer. The copy USB memory stick is handed to the person making the request on production of positive ID such as Police Warrant Card, Picture ID Card, Driving Licence, etc.
- f) The request form should then be completed and the copy USB memory stick signed for and counter signed by the Clerk.

## **7. Dealing with official requests: use of CCTV in relation to criminal investigations**

- 7.1. CCTV recorded images may be viewed by the Police for the prevention and detection of crime, authorised officers.
- 7.2. A record will be maintained of the release of Data on USB memory stick to the Police or other authorised applicants. A register will be available for this purpose.
- 7.3. Viewing of CCTV images by the Police must be requested in writing (request form appendix 1) and entered in the log book (completed request forms filed and kept in the locked filing cabinet). This will be under the management of the Clerk. Requests by the Police can only be actioned under section 29 of the Data Protection Act 2018.
- 7.4. Should a USB memory stick be required as evidence, a copy may be released to the Police under the procedures described in this Policy. USB memory sticks will only be released to the Police on the clear understanding that the USB memory stick remains the property of the Council, and both the USB memory stick and information contained on it are to be treated in accordance with this policy.
- 7.5. The Council retains the right to refuse permission for the Police to pass to any other person the USB memory stick or any part of the information contained therein.
- 7.6. The Police may require the Council to retain the stored USB memory stick(s) for possible use as evidence in the future. Such USB memory stick(s) will be properly indexed and securely stored under the management of the Clerk until they are needed by the Police.
- 7.7. Applications received from outside bodies (e.g. solicitors or insurance companies) to view or release USB memory sticks will be referred to the Clerk. In these circumstances USB memory sticks will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee can be charged in such circumstances.

## **8. Complaints**

- 8.1. Any complaints about the Council's CCTV system should be addressed to the Wilton Town Clerk
- 8.2. Complaints will be investigated in accordance with Section 5 of this policy.

## **9. Access by the Data Subject**

- 9.1. The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a

right to access data held about themselves, including that obtained by CCTV.

9.2. Requests for information, including Data Subject Access Requests, should be sent to:

Wilton Town Clerk  
The Council Offices  
Kingsbury Square  
Wilton SP2 0BA

10. **Next review date:** October 2022

**Wilton Town Council CCTV**

**Request for images.**

Date of recording	Place of recording – please give exact location.	Time of recording	
Applicant’s name Address  Tel no. Signature of applicant  Or parent guardian if under 18)		Description of applicant and any distinguishing features (e.g. clothing)          A recent photo may be required.	
Reason for request     Continue overleaf if necessary			
The following section to be completed by the Town Council office only.			
Received by	Signature	Date received	Time received
Clerk’s signature		Date	
Fee charged / N.A. £	Fee paid £	Request approved Yes / No	Date applicant informed
Data downloaded by			
Print name	Signature	Date	
Data received by			
Print name	Signature	Date	

All requests must be made on this form, incomplete forms will be returned.

Please note that all requests must comply with the Wilton Town Council CCTV Policy